



## **RECREATION LEADER - TEEN CENTER**

**\$10.00 - \$12.00 per hour with no benefits**

**Part-time**

(Afternoons, evenings, and Saturdays)

The City of Morgan Hill is recruiting for a **Recreation Leader** (un-benefited, temporary position) for the Teen Center at Morgan Hill's Centennial Recreation Center ([www.mhrc.com](http://www.mhrc.com)). Responsible for assisting in the coordination, planning, scheduling, and implementation of programs and recreation activities at the City's Teen Center for youth/teens (ages 12-18).

**POSITION DESCRIPTION:** Recreation Staff will assist the Recreation Coordinator and Teen Specialist with the following activities: Preparation of Teen Center monthly activities such as, tournaments, field trips, game activities, presentations, arts & crafts, including promoting monthly Middle School Dances, and effective supervision.

### **Duties Include but not limited to:**

- Act as a supervisor in the Teen Center while on duty supervising youth/teens.
- Observe and enforce safety regulations
- Observe and enforce Teen Center Policy & Procedures
- Take written and verbal instruction from immediate supervisor and follow through with instructions.
- Prepare monthly activity calendars', flyers, and other documents using Microsoft Word and Excel.
- Enter participants, and sales into registration software
- Create charts & graphs using Microsoft Excel on an as needed basis
- Be comfortable communicating and interacting with teens while being able to maintaining a safe, respectful, and fun environment

### **Abilities:**

- Prioritization skills
- Ability to handle manage calendars
- Demonstrate the ability to handle multiple tasks
- Effective communication skills
- Ability to handle conflict
- Self organized
- Planning skills and the ability to look ahead and prepare in advance
- Demonstrate a willingness to learn
- Flexible and able to work late afternoons, evenings and weekends

### **Desired Qualifications:**

- Education/Experience: Graduation of High School or GED equivalent is desirable.
- Applicants must be at least 21 years old at time of appointment.
- Experience or certification using Microsoft word and Excel.
- CPR and First Aid certification

The Teen Center's hours of operation are Monday through Thursday 3:00 pm – 8:00 pm, Friday 3:00pm to 10:00pm, and Saturday 2:30 pm – 8:00 pm.

For additional information, contact Chiquy Mejía, Recreation Program Coordinator, at the Centennial recreation Center at 408-782-2128. A downloadable application is available at [www.morganhill.ca.gov/e-servicecenter/onlineforms/employment](http://www.morganhill.ca.gov/e-servicecenter/onlineforms/employment) application).